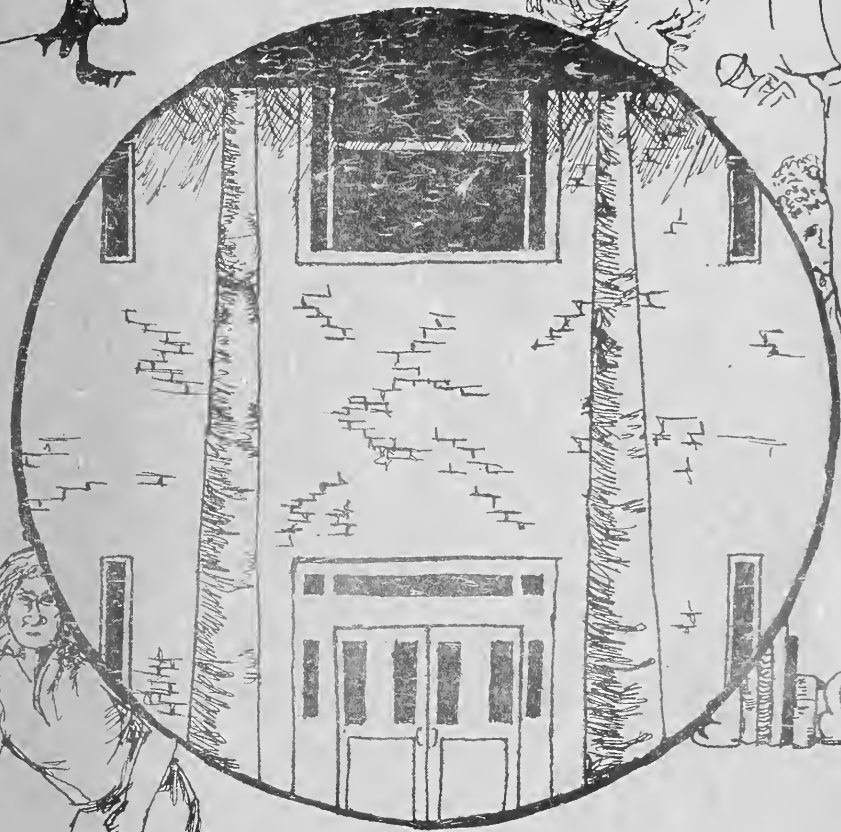




Residential Handbook



1980 - 1981

Sandra Winkler



Table of Contents

Residential Living Staff	1
Residential Living Goal and Objectives .	1
Asst. Vice Pres. of Student Development	2
Directors of Residential Living	3
Resident Advisors	3
Resident Assistants	3
Residence Hall Council	5
Definition of College Housing	6
Residence Hall Life	6
Helpful Hints for Roommates	6
Your Room	8
Clothes	8
Procedure for Roommate Changes	8
Room Changes Between Semesters	9
Telephones	9
Inspection	10
Search and Seizure Policy	10
Breakage Fees	11
Damages	12
Room Keys	13
Post Office Box Keys	14
Holidays	14
Residence Hall Responsibilities	14
Noise in the Residence Halls	16
Lounges	18
Laundry Facilities	18
Fire Drills	18
Fire Alarms and Equipment	19
Policy on Tampering with the Fire	
Alarm System	19
Fires	20
Towing Policy	20
Traffic	20
Motorized Vehicles	21
Campus Security	21
Security Curfew	21
Sign Out Procedures	22
Visitation Regulations	22
Useful Items to Bring	23
Getting to Know Day Students	23

Marriages	23
Dining on Campus	24
Health Center Regulations	24
Sunbathing	25
Linen Service	26
Housing Limitations	26
Paint and Decorating Policy	26
Academic Award	26
Library	27
Dean's Cup	27
Classes	27
Alcoholic Beverage Containers	27
Energy Plan	28
Off Campus Residents	28
Notes	29
Notes	30

Residential Living Staff

The Department of Residential Living is responsible for the operations and programs in all residence halls. Many constitute this staff, and all dedicate themselves to assisting the students in creating a positive, educational living experience.

Residential Living Goal and Objectives

Goal:

To provide comfortable, safe, attractive, and functional residence halls and residence hall life that is conducive to social adjustment, personal growth, and responsible citizenship.

Objectives:

- I. To work closely with the Maintenance Department to see that the residence halls are maintained properly.
- II. To provide leadership through the Resident Assistants, Residence Hall Council, and Resident Advisors which promotes the creation of an atmosphere conducive to good health habits, social interaction and development, and academic pursuits.
- III. To make a conscious effort to inspire students to create and participate in academic and social programs in the residence halls.
- IV. To work closely with the Counseling Center and the Chaplain in developing programs for the residence halls.
- V. To promote and encourage out-of-class contact between faculty and students by requesting faculty to lead residence hall programs or seminars in their field of expertise.

- VI. To place the individual student in a desirable hall situation through an effective assignment program.
- VII. To assist students in solving personal problems.
- VIII. To develop in each student a sense of individual responsibility and self-discipline.
- IX. To interpret college objectives, policies, rules and regulations to students, and to interpret student attitudes, opinions, and actions to the administration and faculty.
- X. To provide an effective pre-school training program for the Residential Living staff so that they will confidently be able to reach out to those in their area.
- XI. To provide staff meetings on a regular basis where the staff may discuss problems in their area, receive additional training, and learn to feel more like a team striving for the same basic goals.

Assistant Vice President for Student Development
Ms. Carol Willis - Ext. 211

The Assistant Vice President for Student Development is responsible for administering the overall residential living program for both men and women. She and her staff are in charge of such things as roommate assignments, residence hall programs, care and maintenance of residence halls, and communications.

Directors of Residential Living

Ms. Mary Shooter, Ext. 352, Pratt Hall, 1st Fl.
Mr. Hugh Weeks, Ext. 350, Lawton Hall, 2nd Fl.

The Directors of Residential Living are responsible for developing and maintaining a comfortable, safe, attractive environment where students can develop mentally, physically, socially, and spiritually.

Resident Advisors

Women's Area

Ms. Grace Melton	Denmark Lobby	Ext. 291
Ms. Virginia Scott	Infirmary	Ext. 262
Ms. Susan Wright	3rd Fl. Whyte Apt.	Ext. 315

Men's Area

Mr. Steve Kenrick	Lawton Hall Apt.	Ext. 304
Mr. Doug Nall	Lawton Hall Apt.	Ext. 304
Mr. Terry Tritt	Rouse Hall Apt.	Ext. 267

Resident Advisors are available when students have questions, personal problems, emergencies, or just need to talk to a friend.

A Resident Advisor is on duty each night and each weekend. While on duty, the Resident Advisor supervises the Resident Assistants on duty. The duty chart is posted on the 2nd floor Lawton Office door (men) and the 1st floor Pratt Office door (women).

Resident Assistants

Women's Area

Shannon Neely	115 Denmark	Ext. 258
Beth Barton	217 Denmark	Ext. 223
Sandy Lundy	002 Pratt	Ext. 227
Sandra Hook	113 Pratt	Ext. 222
Saundra Phillips	217 Pratt	Ext. 221

Donna Burrell	207 Whyte	Ext. 346
Leah Clinkscales	307 Whyte	Ext. 216
Linda Baron	B-1 Duplex	Ext. 305
Nancy Beth Swygert	1X Whyte Annex	Ext. 280

Men's Area

Steve Furtick	101 North Rouse	Ext. 324
John Pennell	201 North Rouse	Ext. 325
Tom O'Quinn	G-4 S. Rouse Ba.	Ext. 251
Mike Kasey	101 South Rouse	Ext. 254
Vannie Williams	201 South Rouse	Ext. 255
Mark Harrelson	107 Lawton Hall	Ext. 295
Ernie Rabb	207 Lawton Hall	Ext. 289
Keith Anderson	310 Lawton Hall	Ext. 288
Tim Sisk	KCB # 3	Ext. 343
Jody Solesbee	M-II, Room 1	Ext. 287
David Satterwhite	Gym Basement 4C	Ext. 347

Resident Assistants are on duty each night Sunday - Thursday 8:00 p.m. - midnight in Pratt Lobby (women) and 2nd floor Lawton Office (men). On Fridays and Saturdays an RA will be on duty. Check the duty chart which is posted on the Lawton 2nd floor office door (men) and the Pratt 1st floor office door (women) to see who is on duty

Your Resident Assistant (RA) is one of your best information resources, problem solvers, and friends at AC. He/She can help you find your way around, help you to get to know people, and introduce you to residence hall life. Students should contact their RA for:

1. Maintenance problems
2. Medical problems after Health Center hours
3. Personal problems
4. General information or referral to available sources
5. Ideas on developing a better residence hall program
6. Problems with getting into your room

Residence Hall Council

I. Organization

- A. The Residence Hall Council is composed of representatives from
 - 1. Denmark Hall
 - 2. Pratt Hall
 - 3. Whyte Hall
 - 4. Lawton Hall
 - 5. North Rouse Hall
 - 6. South Rouse Hall
 - 7. Men's Auxiliary Housing (Whyte basement, trailers, and Kingsley Court)
 - 8. Women's Auxiliary Housing (Whyte Annex, Duplex, Boulevard House, Kingsley Hall, and Infirmary)
- B. A President of each area specified above will be elected from the representatives
- C. The Executive Council, composed of the Presidents of the Halls, meets to hear appeals on violations of residence hall rules (excluding violations of the Student Code of Conduct)

II. Function of the Residence Hall Council

- A. To promote an atmosphere in the residence halls which is conducive to good health habits, social interaction and development, and academic pursuits.
- B. To initiate academic and social programs in the residence halls

- C. To relay the concerns of the resident students to the SGA Senate, the Student Development Committee, and/or the Housing Committee.
- D. To assist with fire drills
- E. To sponsor Christmas First Night

Definition of College Housing

Anderson College housing includes conventional single sex residence halls as well as small living units accommodating as few as four and as many as ten students. All housing is within $1\frac{1}{2}$ blocks of the campus, and one may be assigned to a room in any housing unit.

Residence Hall Life

All freshmen except those who are 1) married; 2) veterans of more than 120 consecutive days of military duty; 3) living at home with their parents or guardian; or 4) 21 years of age or older are required to live in one of the college residence halls. Sophomores who have lived in the residence halls two consecutive semesters may reside off campus.

Learning to live in a residence hall is one of the first experiences you will face in college - it can be one of the most enjoyable. Living among students from many different backgrounds is quite interesting and educational.

Helpful Hints for Roommates

Sharing a room with someone - particularly if you do not know the other person very well - can be a great (and at times interesting) experience. The rule of thumb is to treat your roommate as you want to be treated.

Remember that your roommate is an individual; he/she may have different interests and values than you, just because you are different does not mean you are the better person.

Be friendly. No one likes to get the cold shoulder from the person he/she lives with. Chances are, your friendliness will be reciprocated.

Be understanding. Even you act irrationally at times. Try to see the motives behind your roommate's actions and help out if you can. Roommates have a unique opportunity to help each other over rough spots.

Give your roommate a little peace and quiet sometimes. Congenial conversation is nice, but it can become excessive. Everyone needs time alone.

Talk to your roommate about whatever is on your mind. If there is something about him/her that is bothering you, get it out in the open. Do not let it linger, but be tactful!!

Be ready for a little healthy give and take. There will be times when neither you nor your roommate will be the ideal person with whom to live. Try to recognize each other's moods. Do not get upset over the little things.

Do not use your roommate's belongings as if they were yours. If there is something you would like to borrow, always ask.

Do your part to keep the room (and bathroom) clean. It is no fun for anyone to live in filth or to trip over dirty clothes on the floor.

Remember that your RA is there to help if you and your roommate need a mediator or an objective third party. The RA can suggest alternatives and help you to see your problem more clearly.

Remember that you are your roommate's roommate!!!

Your Room

Rooms for freshmen and transfer students are assigned in the order in which the room deposit payments are received.

Space is limited, but there is plenty of room for you and your roommate to arrange things the way you want. You will have a room with a bed, a desk and chair, and a dresser per person. Only venetian blinds are furnished for the windows. Some rooms house two people, some are triple rooms, and very few are single rooms.

Clothes

You will discover that the closet space in the residence hall is cramped and must be shared with your roommate. Therefore, in order to save space, you should wait until after Thanksgiving to bring your heavy winter clothes. Many students bring under-the-bed storage chests to keep shoes or extra clothes.

Most students sense how to dress appropriately for the occasion. Students should bring some dress clothes for such occasions as the President's reception at the beginning of school.

Procedure for Roommate Changes

It is natural for some conflicts to arise in any close relationship. In fact, by facing these problems and working towards a solution that creates a more pleasant situation for all, the roommates will grow. Therefore, the Residential Living staff feels that a certain amount of conflict in a rooming

situation is healthy as long as each roommate attempts to resolve the problem in a positive way. There will be some situations where the roommates may never be happy together no matter how much they try. Under such circumstances, they must contact the Director of Residential Living who will make a roommate change whenever possible. No room changes are to be made without the consent of the Director. No roommate changes will be made until after two weeks of school.

Room Changes Between Semesters

Anyone who has permission to move to another room for the following semester must make the change before leaving for semester break. Contact your Director to receive permission.

Telephones

There are school telephones in addition to pay telephones in each main residence hall. The school telephones may be used only for on-campus calls during the hours of 8:00 a.m. - 4:30 p.m. Monday - Friday. After 4:30 p.m. on weekdays and during weekends students may make local calls on the school phones. If a student wishes to have a private telephone in his/her room, he/she may do so. The student may make arrangements by contacting the local Southern Bell Office. The student is responsible for installation costs, monthly bills, and long distance calls. The Directors request that you inform them if you have a phone installed.

The pay phone numbers in the women's residence halls are:

Denmark Hall	(1st floor)	225-9140
Denmark Hall	(1st floor)	225-9317
Denmark Hall	(2nd floor)	225-9376
Whyte Hall	(2nd floor)	225-9538
Whyte Hall	(3rd floor)	225-9418
Pratt Hall	(1st floor)	225-0413
Pratt Hall	(1st floor)	225-9144
Pratt Hall	(2nd floor)	225-9472
Pratt Hall	(Basement)	225-9590

The pay phone numbers in the men's residence halls are:

Lawton Hall	(1st floor)	225-9318
Lawton Hall	(2nd floor)	225-9364
Lawton Hall	(3rd floor)	225-9577
North Rouse Hall		225-9434
South Rouse Hall		225-9485
Whyte Basement		225-9532

Inspection

Students are expected to maintain their rooms and bathrooms in an orderly and sanitary fashion. A walk-through inspection of rooms will be made once a week. The day and time will be announced in advance. Room inspections are carried out by the Directors.

Search and Seizure Policy

1. Anderson College seeks to give every student the right of privacy against arbitrary and unnecessary intrusion into his/her private life.
2. A search of a student's room may be made by an official of Anderson College with a written search warrant from the Vice President for Student Development or Assistant Vice President for Student Development. A Director of Residential Living may sign a search warrant provided

the search is not to be done in his/her own residential living complex. In emergency cases as long as there is "reasonable cause to believe" an unlawful activity or contraband is in the room, a search may be made without a warrant.

3. Any time it is necessary for local law enforcement personnel to enter a student's room, a search warrant must be presented.
4. The college official conducting a search shall be accompanied by at least one witness.
5. At least one roommate shall be in the room when a search is made.
6. If the search reveals an unlawful activity or contraband, the college official making the search shall present to a resident of the room and a witness a statement and/or itemized list of the activity or contraband. A resident of the room and a witness are required to sign the statement or list, not as an admission of guilt, but to attest to what is being seized.
7. In the event that disciplinary proceedings are brought against a student as a result of the search and subsequent seizure, due process will be given the student as stated in the Anderson College Student Handbook.

Breakage Fees

A deposit of \$35 is required of all students living in the residence halls. This fee constitutes a damage/loss deposit for the residence hall rooms and will be refunded, less deductions, at the end of the year. The breakage fee is only for damages which occur in the student's room.

If any community damages occur 10 days prior to the final exam period or thereafter, it would be impossible to follow through with the community assessment program (see page 13). Therefore, the Residential Living staff reserves the right to deduct the community assessment from the breakage fee if the guilty individual(s) cannot be identified.

Damages

1. Students are responsible for any damages to their rooms or the furnishings of their room. The college will charge the damage to the student occupying the room or the student responsible.
2. Do not write on the walls or furnishings. Marring of the building or furnishings will be paid for by the guilty person. No nails, thumbtacks or staples will be used on the walls or woodwork. Use only masking tape which is available in the bookstore.
3. All property of the college is inventoried. The student is responsible for the furniture in the room. No furniture will be removed from the room under any circumstances without permission from the Director of Residential Living. A \$15 fine will be imposed for any violation of this rule.
4. Students are responsible for the community areas in their residence halls. These areas are, for example, the lounges, lobbies, halls, kitchens, etc. If there are any damages or items stolen in these areas and the individual responsible is not identified, the damage/loss will be prorated to all students in that area.

5. The procedure for Collective Assessment to community areas will be as follows:
- a) If, after a reasonable amount of time, damage responsibility goes unidentified or unclaimed, the repair/fine expenses are split among residents in that area
 - b) An itemized bill, payable within two weeks, is sent to the students.
 - c) Delinquent bills are followed up with a three-day extension and an additional \$15 late charge.
 - d) If payment still remains delinquent, the bill and a letter explaining the situation will be forwarded to the parents. A hold is put on grades, transcripts and room assignment until payment is received.
6. At the end of the school year the students are expected to clean their rooms before vacating them. Anyone who fails to clean the room will be charged up to \$15.
7. Students are responsible for paying the costs of any item in their room that needs to be replaced because of damage or loss. The replacement costs and labor costs will be paid by the person(s) responsible.

Room Keys

There will be a \$5 fee for having a replacement room key made during the school year. Anyone who fails to return the room key at the end of the year will be charged \$15. The keys must be returned no later than seven days after the last final exam or there will be an automatic \$15 fine.

Post Office Box Keys

Those who have a replacement post office key made must pay \$3. If one fails to return the post office key at the end of the year, he/she must pay \$5. Anyone returning the key seven days after the last final exam will still be charged \$5.

Holidays

All residence halls are closed during official college holidays and at the end of each semester and summer school. Students are to leave campus by 4:00 p.m. of closing date and return to the halls no earlier than 3:00 p.m. on the announced opening date. Students are to vacate their residence halls within 24 hours of their last examination.

On October 6 - 7 classes will be called off for a faculty retreat. The residence halls will remain open for this holiday, but the dining hall will close after the noon meal on Friday, October 3, and reopen for the evening meal on Tuesday, October 7.

Residence Hall Responsibilities

Living in the residence hall can be quite different from living at home. Consideration for others is the keynote to responsible residence hall life. The pursuit for academic excellence is one of the main purposes of college. Therefore, quiet hours in the evening are encouraged to help the students develop good study habits.

1. Reasonable quiet is expected on the halls at all times. Absolute quiet is expected after midnight.

2. Do not hesitate to request someone to be quiet, and do not be offended if someone asks this of you.
3. Televisions, radios, typewriters, etc. should not be so loud that they disturb other residents. Music is too loud if it can be heard outside the room.
4. Cooking is not allowed in the residence hall rooms because of fire, health, and sanitation regulations. When there is evidence that electrical cooking appliances have been used in the room, they will be confiscated by the Director of Residential Living or a staff member. Repeated violation of this rule is cause for possible suspension from the residence halls.
5. Small compact refrigerators (2 cubic feet) are allowed. There is a charge of \$14 per year. This is to help defray the electrical use. All refrigerators must be registered with the Director of Residential Living no later than September 5. The registration slip must be taped to the top of the refrigerator.
6. Pets are not allowed in the residence hall. A \$10 fine will be imposed for any violation. Repeated violation of this rule is cause for possible suspension from the residence halls.
7. Outside doors in the women's area must not be opened after they have been secured at night. Violation of this rule is cause of a \$10 fine. Repeated violation of this rule is cause for possible suspension from the residence halls.

8. You are responsible for notices in the Campus News (a weekly bulletin sponsored by the SGA), the student newspaper, student post office boxes and the bulletin boards. School regulations are in effect from the time you assume residence in your residence hall until you terminate your residence at the end of the school year. Any rule changes will be published in the Campus News.
9. Residence hall meetings are scheduled periodically to bring important information to you. You are required to attend these meetings.
10. You should respect the property of the college and residents and display standards of conduct which reflect consideration for members of the AC community.

Noise in the Residence Halls

According to the 1979-80 Residence Hall Evaluation students feel the number one problem in the residence halls is excessive noise. The Student Development staff has devised a strategy for combatting this problem.

- A. Often excessive noise is caused by students participating in activities in a residence hall that are not normally in-door activities. Therefore, any student who is found skateboarding, throwing a frisbee, playing tennis, roller-skating, hitting a golf ball, or participating in a water fight within a residence hall or on the porches of Lawton will automatically be fined \$10 and receive a violation slip. This rule is established not only to eliminate excessive noise but to provide safety to our students.

B. Other excessive noise is generated by stereos, radios, televisions, and people. Whenever a student is disturbed by noise, he/she should go to the person responsible and ask him/her to be quiet. Most of our students are reasonable people who will become quiet if they realize that they are disturbing someone.

If, however, the noise continues, a member of the Residential Living staff will be contacted. A staff member will issue a violation slip to the person(s) responsible for the noise.

No music should be played for outside entertainment because it might disturb the neighbors, classes, and/or the office workers. Violation of this rule is cause for an automatic violation slip.

When a student receives three violations during one semester, he/she will either be fined \$10 or be told to take the stereo home if all violations were stereo related. A letter will also be sent to the parents explaining the problem and that the student will most likely be told to move out of the residence hall should he/she receive another violation slip. When the fourth violation slip is issued, the student will be asked to leave the residence hall. The student may appeal the decision for him/her to move out of the residence hall to the Housing Committee.

Any student who wishes to appeal any violation slip must do so within 72 hours. Appeal forms are available in the Student Development Office. The Residence Hall Council Executive Board hears all appeals for violations.

Lounges

Several lounges are available on campus for receiving and entertaining guests. The lounges are open to members of the opposite sex from 10:00 a.m. - 11:45 p.m. (Sunday - Thursday) and 10:00 a.m. - 12:45 a.m. (Friday and Saturday).

The lounges which are open in the men's area to women are the South Rouse, North Rouse, and Lawton 1st floor lounges. Women are not allowed in any other areas.

The lounges which are open in the women's area to men are the Pratt, Denmark, Infirmary, Kingsley Hall, Boulevard House, Whyte Annex, and the Duplex lounges. The residents of Whyte may use the Campus Ministries lounge when Campus Ministries is not using it. Men are not allowed in any other areas.

Laundry Facilities

There are coin operated washers and dryers in the basement of Denmark, Pratt, and North Rouse. A washer and dryer are also located on 2nd floor Whyte. No irons will be furnished by the college.

Fire Drills

There are several fire drills during the year. As soon as you hear a fire alarm, you immediately should:

- a. Close your windows.
- b. Take a towel.
- c. Leave the room. Shut the door behind you. Your Hall Representative and/or Resident Assistant will check the residence hall to see that everyone is out of the room.

- d. Proceed in a quite and orderly manner through an assigned exit to a safe distance from the building.
- e. Do not re-enter the building until you are told to do so by a member of the Residence Hall staff.

Anyone who refuses to leave the residence hall when the alarm is sounding is risking his/her life. Any time an alarm sounds, we are to assume that there is a real fire and act accordingly. Anyone who does not cooperate will be disciplined.

Fire Alarms and Equipment

False fire alarms are serious offenses at Anderson College. A student found guilty of pulling a false fire alarm will be fined \$100 by the college and reported to the Anderson City Police who more than likely will make an arrest. The City of Anderson's fine for causing a false fire alarm is \$200. A student found guilty of tampering with the fire prevention equipment will be fined \$50. A \$2 fine is assessed to each student within a particular living unit any time there is a false fire alarm and the culprit is not identified. A reward of \$100 will be given to anyone who turns in someone who pulls a false fire alarm. A \$25 reward will be given to someone who turns in a person responsible for needlessly spraying a fire extinguisher.

Policy on Tampering With the Fire Alarm System

Tampering with the fire alarm system is an extremely serious matter. Therefore, anyone accused of this will be charged with a violation of the Student Code of Conduct. If found guilty, he/she will be responsible

for the total cost of repairing the alarm system in addition to possible suspension from Anderson College.

Fires

Setting a fire on campus is reason for automatic suspension from college.

Towing Policy

Student cars parked in Faculty/Staff reserved places or visitor spaces, cars parked in the circle between Lawton Hall and the Watkins Teaching Center, cars improperly parked at the entrance to the road between Watkins Teaching Center and the Infirmary and the Watkins Teaching Center and South Rouse Dorms, cars parked in yellow lines or blocking trash dumpsters, and cars parked behind Pratt Dorm and the Student Center will be towed away. Student cars parked on lawns, blocking drives and parked in areas not defined and marked as parking areas are subject to being towed at any time. Cars will be towed between 7:00 a.m. and 4:00 p.m. Monday through Friday. Students may park in the Faculty/Staff areas on the weekends. Branyon's Body Shop, 1014 River Heights Circle, Anderson, S. C., phone 226-1720, will do the towing, and students will be required to pay a \$15 tow charge to Branyon's Body Shop in order to recover their car.

Traffic

Mr. Hugh Weeks is the Director of Traffic as well as Director of Men's Residential Living. Any questions concerning traffic should be directed to Mr. Weeks, Ext. 350 (2nd floor Lawton Office).

Motorized Vehicles

All motorized vehicles must be registered in the Director of Men's Residential Living Office and a registration decal must be displayed on the left rear bumper. Motorized vehicles and bicycles are not allowed within the community areas in the buildings. Racks are provided for bicycles outside each building.

Campus Security

Anderson College hires the services of a private security company for the protection of students and college property. You can help with security by developing the habit always of locking your room and car. Anderson College cannot assume any responsibility in the event of theft in your room or car. You should check to make sure that your television, stereo, etc. are covered under your parents' homeowners' insurance policy prior to bringing them to campus. You should record the serial number of items that have them. As soon as possible the student needs to contact the police if something has been stolen.

Security Curfew

The security curfew is designed to provide proper safety and security for our women resident students. The back and side doors to Denmark and Pratt are secured and security alarms set at 10:00 p.m. each night. The front doors to these buildings are secured and security alarms set at midnight Sunday through Thursday and 1:00 a.m. Friday and Saturday. Once the doors are secured, no one should enter or exit through these doors unless there is a fire. Violation of this rule is cause for disciplinary action. (See page 15).

After the closing of the women's residence halls, any woman resident student who wishes to enter or exit the main residence hall complex must go through the front door of the Administration Building. Any woman resident who wishes to enter may be required to show her ID to the security guard at the front door of the Administration Building.

Those students living in the houses not connected to the main complex are expected to keep all outside doors locked at all times.

Sign Out Procedure

We request that whenever a student leaves campus that he/she sign out by taping a note to a mirror in the room stating where he/she can be contacted (place and telephone number) in case of an emergency. Also, it is always helpful to let your roommate know where you will be.

Visitation Regulations

A resident who wishes to have an overnight weekend guest should:

1. Receive permission from the Director of Residential Living for housing clearance in advance. Overnight guests are permitted Friday and Saturday nights only.
2. Linens are to be provided by the host/hostess who will accept responsibility for the guest on the campus. Guests must comply with all college regulations.
3. All visitors who are not overnight guests must leave the dorm by midnight Sunday through Thursday and by 1:00 a.m. Friday and Saturday nights.

4. Students are responsible for obtaining a guest ID from the Director of Residential Living or a staff member in the Student Development Office for their weekend visitors. This slip is used so that authorized weekend visitors may enter the residence halls after security curfew.

Useful Items to Bring

1. Bed rest study pillow
2. Laundry bag
3. Alarm clock
4. Iron
5. Extension cord and 3-way plug
6. Desk lamp and reading lamp for bed
7. Coat hangers
8. Sewing kit and scissors
9. Bulletin board
10. Trash can

Getting to Know Day Students

Through your classes you should not only make friends with the resident students but also with the commuters. Anderson College has many commuters, and it is very important that they feel a part of the college. Often commuters feel alienated from the college because they do not live on campus and do not have much opportunity to participate in campus activities. Therefore, resident students are encouraged to get to know the commuters and invite them to participate in campus activities.

Marriages

Any student who changes status through marriage is expected to notify the Student Development Office prior to the event. Married students are not permitted to live in the residence halls.

Dining on Campus

The Dining Room serves three meals a day according to the following schedule:

Monday - Friday

7:00	-	9:00	Breakfast
9:00	-	10:00	Continental Breakfast
11:00	-	1:40	Lunch
4:40	-	6:15	Supper

Saturday and Sunday

9:00	-	10:00	Breakfast
12:00	-	1:00	Lunch
4:45	-	5:45	Supper

The Canteen is open Monday through Friday to serve breakfast, sandwiches, salads, ice cream, etc.

There are drink and snack machines in the main residence halls.

Health Center Regulations

1. Rice Health Center is open, with a nurse on duty, from 1:00 p.m. - 9:00 p.m.
Monday - Thursday and 1:00 p.m. - 6:30 p.m.
Friday
2. On the weekends the nurse will be on call.
3. A college doctor will be in the Health Center Monday - Thursday from 5:30 p.m. - 6:30 p.m.
4. An appointment to see the doctor must be made through the nurse.
5. Only emergencies will be handled in the Health Center after 9:00 p.m. until the Center opens at 1:00 p.m. A student must

contact either a Resident Assistant, Resident Advisor or the Director of Residential Living when the Health Center is not open.

6. In case of an athletic or intramural accident, a coach or the Director of Intramurals may take a person directly to the hospital for emergency treatment.
7. If a doctor recommends a person be quarantined, the parents will be notified immediately. Parents will be encouraged to take the student home for convalescence if the student lives close enough to the college so as not to cause a hardship on the parent or student. Students who live too far away will be taken care of in the Health Center.
8. A student who sees the college doctor on campus will not be billed for the doctor's services. However, if a doctor sees a student away from the campus, the student's parents will be billed unless the doctor's services are covered under the student accident insurance plan.
9. Prescriptions called in by the doctor will be delivered to the Health Center. A student must pay for the prescription when it is delivered.

Sunbathing

The patio over the Martin Dining Room may be used for sunbathing for women. Offices are nearby, so loud music is prohibited. All trash should be placed in containers provided. Bathing suits must be covered with appropriate dress when students are going to and from the sundeck.

The men may use the grassy enclosed area between North Rouse and South Rouse for sunbathing.

Linen Service

An optional weekly linen service is available at a rate of \$50 per year. Each week the service provides two sheets, one pillow case, and three medium sized towels. Students must provide their own wash cloths.

Housing Limitations

Students who reside in a residence hall should maintain the status of full-time student - no less than twelve semester hours. College housing is not available to students for more than four consecutive semesters. A resident student who drops below 12 semester hours will be asked to appear before the Housing Committee to convince the committee he/she should be allowed to remain in the residence hall for the duration of the semester.

Paint and Decorating Policy

Students are encouraged to create their own environment by painting and decorating their rooms to suit their individual tastes. In order for them to do this, Anderson College has developed a paint policy. Anyone interested in painting his/her room must contact Ms. Carol Willis to receive more information on the policy.

Academic Award

All residents are encouraged to do their best in their school work. Each semester the hall in the women's area and the hall in the men's area which have the highest grade point average are recognized by the Academic Dean.

Library

The hours for the Johnston Memorial Library are:

Monday - Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.
Saturday	1:00 p.m. - 4:00 p.m.
Sunday	6:00 p.m. - 10:00 p.m.

Dean's Cup

In the spring of 1978 the format for a new residence hall award was adopted by the Administration of Anderson College. Two awards will be given each semester: one to a unit within a male residence hall and one to a unit within a female residence hall.

A brochure will be available to the students explaining ways to receive points toward the award.

Classes

Students should remember that classes are held in the Watkins Teaching Center both during the day and at night. Therefore, no one should use the parking area between South Rouse and the Watkins Teaching Center for recreation because of the possibility of disturbing classes.

Alcoholic Beverage Containers

No alcoholic beverage containers are to be on campus for any reason. This means that no one may use wine bottles, beer cans, etc. for decorations in his/her room. If any alcoholic beverage containers are found in the room, there will be a \$10 fine.

Energy Plan

Due to the energy concerns of the nation, Anderson College must cut back on the amount of fuel consumption. Therefore, we request that each student does his/her part by bringing several warm blankets and sufficient winter clothing during the cold months since we will be unable to heat the rooms to the degree students have been accustomed in the past.

Off Campus Residents

Many students live off campus but take their meals in the dining hall. These people are considered off campus residents. The main difference between these students and the dorm residents is that the OCR's live in housing not owned by Anderson College.

Notes

Notes



